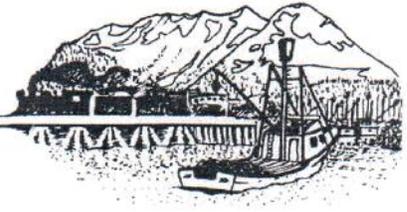


CITY OF CORDOVA



**PARKS AND RECREATION COMMISSION
REGULAR MEETING,
Tuesday, May 30th 2017
6:00 PM at the Cordova Center, Mayors Conference Room**

AGENDA

Commission Chair

Wendy Ranney

Commission Members

Stephen Phillips, Karen Hallquist, Marvin VanDenBroek, Kara Johnson, Dave Zastrow, Miriam Dunbar

Parks and Recreation Director

Susie Herschleb

Administrative Assistant

Heather Brannon

Cordova Parks and Recreation is essential for providing and fostering Parks, Programs and Facilities for all in pursuit of a healthy sustainable community.

- A. **CALL TO ORDER**
- B. **ROLL CALL:** Wendy Ranney, Stephen Phillips, Karen Hallquist, Marvin VanDenBroek, Kara Johnson, Dave Zastrow, Miriam Dunbar, Susie Herschleb, and Heather Brannon.
- C. **APPROVAL OF AGENDA**
- D. **VISITOR COMMUNICATIONS**
Regarding Agenda
- E. **CONSENT CALENDAR**
 - 1. 3/7/17
- F. **REPORTS**
 - 1. Directors Report
- G. **UNFINISHED BUSINESS**
Spit / Nirvana Conversation
- H. **NEW BUSINESS**
Adopt A Park Program
- I. **PENDING AGENDA**
Enrique Zamudio Plaque
- J. **COMMISSION COMMENTS**
- K. **ADJOURNMENT**

From the Administrative Office of the City of Cordova Parks and Recreation Department



DATE: 5/23/17
TO: Parks and Rec. Commission
From: Director of Parks and Recreation / Susan Herschleb
RE: May 2017 Director's Report

EXTENDED HOUR BARCODE ACCESS:

It's been a very long couple of months. We have however, successfully made it through the extended hour barcode access transition. There were a lot of things to consider and I'm sure we will continue to tweak new policy and make a few more mistakes before the summer is over. Pass sales are way up – daily drop in pass sales are down (as predicted).

Adult athletics were a big challenge. We did not want to leave the gym unlocked for extended hour access. We developed an adult basketball/volleyball pass. We needed to have a facility usage agreement in place in order to have these programs continue. With this said; we wanted not to burden the volunteers with receiving revenue or checking for valid passes from those participating in the activity.

We noted that many those participating in adult athletics only visited Bidarki when they were playing their sport. Most were not using the rest of the facility whatsoever. We developed a pass that only allows them access into the building 30 minutes prior to their activity. We thought this was a great idea because it released our volunteers of having to deal with revenue after our POS system was closed for the day.

Unfortunately, not many of these passes have been sold; forcing our volunteers to have to confront difficult situations. Participants without a pass will knock on windows and doors to enter the building and it becomes an uncomfortable situation for everyone involved.

ODIAK CAMPER PARK:

The maintenance crew did a great job moving a water supply spicket at Odiak Camper Park; creating more space for the residents to drive safely through the Park. They finished just in time to open the Park!

The information that had been passed along over the years about how the Park was developed doesn't appear to be correct. We were always told that it was bailed garbage and the water lines were placed very shallow underground; hence having to winterize early in the season. This water line was 6' underground and we never hit any bailed garbage (loose garbage loosely packed in rock). I will not jump to any conclusions without researching more however, perhaps we could consider renovations that haven't been considered in the past.

Tenants have experienced the new check in process and are complying with the new lease requirements. Administratively we are prepared to track deposits, apply the deposit to any outstanding

bill at the end of the season and hold their 2018 first month's rent. Barb Webber in the finance dept. was extremely helpful to us in developing these administrative processes – thanks Barb! & good work Heather Brannon 😊

SKATER'S VAULT TOILET, WALL REPAIR & BEACH EXPANSION:

We are certainly feeling the loss of an extra hand in the Parks Maintenance division. Things are still getting done and staff is still managing their time as best they can. We just can't complete the volume of work we have grown accustomed to; which is to be expected. The roof of the vault toilet is highest on the priority list now. After the roof, an overhang will be placed to allow the door to open during winter use and a simple privacy panel will be placed on the roadside of the building. A curb, and ADA ramp will complete the project – The deadline for completion is the end of Sept. 2017.

We have 5k (the proceeds from DTK - Intergalactic) to repair the back wall of Skater's Cabin. We will seek proposals from local contractors to facilitate its repair.

The beach expansion, is on hold for a little longer. This project will not be initiated until it is decided we can spend money from the Rasmussen grant on the area – **OR** - we receive a donation for 4-6 inches of clean fines (the top layer of rock that will be in direct contact with users) for the area of the expansion. The estimated cost of the clean fines needed to finish the project is 6-7k

I have already secured a donation for all of the material (large rock) to build the 4' retaining wall in the expansion area. The beach is approx. 270 linear feet long. We are extremely thankful to the Eyak Corporation and the Chugach Corporation for this donation. For the underbelly of the beach expansion we will use fill the City has stockpiled near the burn pile.

This job will not require a permit from the Army Corp of engineers, because it is being built above the high-water line, the natural beach is not being altered whatsoever and there are no wetlands involved in the project. I must contact Fish and game next week to follow up on any questions they may have for us regarding this project.

X SWING:

The x-swing is officially on its way! I finally have confirmation that the x-swing has our address on it and it is in Oregon!

SUMMER PROGRAMMING:

I have thought long and hard about offering some summer programming.

We could offer summer outdoor adventures to an older group (4-7th graders), which will allow us a ratio of 8:1 (kids to councilors); which is common. We could have a staff of 3 & our limit would be 24 kids daily.

In the past, we have had between 4-6 councilors and I was always able to cut away and do other work until the bus left Bidarki; generally, around 11-12pm daily. We simply cannot afford to staff this way this year and I would need to be available 100% to camp.

After considering several scenario's and reviewing the budget we are seriously considering 1 week of Summer Camp July 31st-August 4th. We will hold off on promoting this now for a number of reasons.

MRS. HOTTINGER'S CLASS:

We are so happy to have been contacted by Mrs. Hottinger and her class. They have been planting seed starts in aero gardens this Spring & want to begin a beautification program with the Parks and Recreation Department!

Although this year it's a little late in the game to supply the City with all the plants needed to fill our whisky barrels – NEXT year will be no problem. The students coordinated a donation of plants this year from our Mayor (thanks Clay Koplin!) and combined his donation with some of their seedling starts to plant 6 of our 13 whisky barrels and fill the planters near the pavilion at the grassy field.

In 2017 the Parks Maintenance beautification account was cut drastically in order to make ends meet. Luckily, Mrs. Hottinger saw this as an opportunity. With a little pre-planning her students will supply us with all the plants we need annually!







Example Adopt-A-Park Program:

The Adopt-A-Park Program is an opportunity for local businesses and organizations to be hands-on members of the team that keeps our San Antonio Parks in top condition. The purpose of the program is to expand sustainable resources through community partnerships to help preserve, beautify and protect our City Parks. The contribution of your group's time and effort will ensure that Cordova Parks remain beautiful and inviting.

WHY ADOPT-A-PARK?

- Grow your organization through community service and team building
- Enhancing parks promotes civic engagement, pride and environmental stewardship
- Help raise maintenance levels, increase the quality of parks and facilities
- Beautify San Cordova parks

HOW DOES THE PROGRAM WORK?

Your group, business or organization will work with Parks and Recreation staff in determining which park will benefit most from your efforts and will be most convenient for your volunteers. Maintenance efforts will be tailored to your adopted park and may include:

- Graffiti Removal
- Litter Pick-Up
- Small-Scale Gardening and Landscaping
 - Sweeping Walkways
 - Tree Planting and Stewardship
 - Painting

WHO CAN PARTICIPATE?

- Businesses
- Schools
- Church Groups
 - Neighborhood Associations
 - Fraternal Organizations
 - Clubs
 - Youth Groups
 - And You!

Groups wishing to adopt a city park shall have a mission that does not conflict with the Parks and Recreation Department's mission, including its initiatives to promote wellness and healthy lifestyles in a family friendly environment.

The Parks and Recreation Department reserves the right to deny requests from groups whose mission goals or history are counter to the mission of the Parks and Recreation Department and the City of San Antonio or which discriminate based on race, color, religion, sex, national origin, age or disability. We ask that your group make a commitment to your adopted park for at least one year.

WHAT AREAS CAN YOU ADOPT?

- Sports Fields and Courts
- Existing Garden Areas
- Trail & Greenway Segments
- Community Centers
- Pavilions

WHAT TYPES OF SUPPORT MATERIALS DOES THE PARKS AND RECREATION DEPARTMENT PROVIDE?

- Gloves and Bags
- Litter Sticks
- Gardening Tools such as Hoes, Brooms, Shovels and Rakes
- Paint and Paint Brushes

WHAT ARE THE DIFFERENT TYPES OF RECOGNITION?

On a yearly basis, groups who complete annual time benchmarks will receive special recognition for their efforts in keeping our parks beautiful!

Service Hours	Incentives
50 hours of group service	Recognition on the Parks and Recreation website, Official Certificate of Adoption
100 hours of group service	All the above incentives for 50 hours of group service plus: Complimentary reservation of a park pavilion or party house
150 hours of group service	All the above incentives for 50 and 100 hours of group service plus: Adopt-A-Park sign displayed prominently in adopted park.

HOW DO WE GET STARTED?

STEP 1

Download and print the Adopt-A-Park Application.

- Offer link to COC webpage & forms central

STEP 2

Email or return completed applications to:

Contact Us

Parks and Recreation Department

P.O. Box 1210 Cordova AK 99574

(907)424-7282

STEP 3

To schedule a presentation for your organization or for more details about the Adopt-A-Park program please contact:

Contact Us

Susan Herschleb

Phone:

(907)424-7282

Email:

bidarki@cityofcordova.net



Adopt - A- Park Application and Agreement

Instructions: Print or type responses. Mark "X" where appropriate.

Email completed application to: Bidarki@cityofcordova.net

Or

Return via mail to:

Parks and Recreation Department

P.O Box 1210

Cordova, Ak

99574

Name of Adopt A Park Group	Park to be Adopted		
Primary Group Contact	Email	Phone 1	Phone 2
Street Address	City	State	Zip
Why are you interested in adopting this park?			
What types of projects would you like to accomplish at your adopted park?			
Please detail your proposed work schedule. (i.e. 2 hours every 3rd Saturday of the month)			
How many members of your group will regularly participate in Adopt - A - Park work days?			